

Instructions for Online Renewals

**(For educators not currently under contract with a
NH school district or participating nonpublic school.)**

Online Non-Employed Renewal Instructions

Go to: <https://my.doe.nh.gov>

Log into your SSO/EIS account.

(if you do not already have an account see the Teacher certification brochure for instructions)

1.

Home Page

Welcome Educator Lisa Landenberger
Thank you for using EIS and keeping the information up to date!

Renew Your Credentials Here
Click here to renew your New Hampshire educator credentials. Most renewal applications can be submitted electronically. Some applications must be reviewed before they will be renewed. All online applications require a credit card payment.

Apply For Your College Recommendation Here
Click here to apply for your New Hampshire college recommendation. You have recently approved New Hampshire teacher education program. Your institution has electronically approved a New Hampshire teaching credential. Click on this link to start your application process.

Apply for Your Intern License Here
Click here to apply for your New Hampshire Intern License. You have recently had an Individual Professional Development Plan approved by the New Hampshire Department of Education. Click on this link to start your application process.

View Your Credentials Here
Your credentials are available online. You will be able to see all your current and prior credentials, received documents, and degrees on file.

Online Applications
Click here to view the applications that are available for you to submit online.

Manage Your Professional Development
Click here to manage your professional development CEUs, renewable credentials and is

Click on "Manage Your Professional Development"

2.

New Hampshire Educator Information System
New Hampshire Department of Education
Commissioner Virginia M. Barry, Ph.D.

Lisa Landenberger (Educator)

Primary Information
Full Name: Lisa M Landenberger
SSN: ***-**-****
EdID#: 99837
DOB: 9/4/1958
Gender: Female
Maiden:

Contact Information
Address: 21 Aberdeen Street
City/State, Zip: Hooksett, NH 03106
Email: Lisa.Landenberger@doe.nh.gov
Alt. Email: ponytailml@aol.com
Home Phone: (555) 558-1255
Work Phone:

Miscellaneous Information
Race: White (Non-Hispanic)
In State Exp: 0.00
Out of State Exp: 0.00
Status: Unknown

Click Here to Edit Profile Click Here to Merge Profile

Notice
Our records indicate that you are not currently employed by a school/district. Please enter your PD in order to apply for renewal.

Certificates and Endorsements

Certificate	Endorsements	Status	Effective Date	Expire Date	Certificate CEUs Required	Certificate CEUs Accrued	Endorsement CEUs Required	Endorsement CEUs Accrued	CEUs Remaining for All Credentials	Renew
Beginning Educator Certificate	1308 - Chemistry Education	Issued	8/19/2013	6/30/2014	45.00	0.00	30.00	0.00	75.00	Apply

Note: Certificates cannot be renewed until January 1st of the renewal year. If you are employed by a district you must follow the district's professional development master plan and the districts policies for reporting professional development. You must be recommended for renewal by the district superintendent.

Individual Professional Development Plan Goals

Edit	Goal	Response
No Records Found		

Active CEUs Previous CEUs

Professional Development

Edit	ID	Type	Applied To	Begin Date	End Date	Hours	CEUs	Title	Provider	Description	Delete
No Records Found											

Click Here to Add a CEU

Click on "Click Her to Add a CEU"

3.

ations Professional Development

Add Educator PD - Step 1 of 1

You are adding an Educator CEU.

PLEASE NOTE: you may be contacted to provide verification and documentation of completion of this activity.

EdID#: 99837

Apply To: **BEC - Beginning Educator Certificate**

CEU Type: *

Hours: *

CEUs: Select CEU Type and Enter Hours

Begin Date: MM/DD/YYYY *

End Date: MM/DD/YYYY *

Title: *

Provider: *

Description: *

Once you have entered the required data click on the Submit button.

☒ Submit - Please save the CEU.
☐ Cancel - Please cancel the wizard.

Submit

The first line is the Apply to line. This automatically comes up with your credential. This is where you apply your 45 hours of Professional Growth.

4.

ations Professional Development

Add Educator PD - Step 1 of 1

You are adding an Educator CEU.

PLEASE NOTE: you may be contacted to provide verification and documentation of completion of this activity.

EdID#: 99837

Apply To: **BEC - Beginning Educator Certificate**

CEU Type: **College Course**

Hours: Action Research
 Study Groups
College Course
 CEUs: Peer Coaching/Mentoring
 Curriculum/Program Development
 Committees
 Observation
 Professional Reading
 Provider: Research/Independent Study
 Travel
 Description: Workshops
 Writing Professional Articles

Once you have entered the required data click on the Submit button.

☒ Submit - Please save the CEU.
☐ Cancel - Please cancel the wizard.

Submit

CEU Type – gives you a list of types of activities you can use. Pick one.

5.

ations Professional Development

Add Educator PD - Step 1 of 1

You are adding an Educator CEU.

PLEASE NOTE: you may be contacted to provide verification and documentation of completion of this activity.

EdID#: 99837

Apply To: **BEC - Beginning Educator Certificate**

CEU Type: **College Course**

Semester Hours: **3**

CEUs: 45

Begin Date: 01/02/13 MM/DD/YYYY *

End Date: 06/30/13 MM/DD/YYYY *

Title: **course**

Provider: **UNH**

Description: **Course**

Once you have entered the required data click on the Submit button.

☒ Submit - Please save the CEU.
☐ Cancel - Please cancel the wizard.

Submit

Enter number of hours the activity was for.

6.

ations Professional Development

Edit Educator PD - Step 1 of 1

You are editing an Educator CEU

PLEASE NOTE: you may be contacted to provide verification and documentation of completion of this activity.

ID: 17790

EdID#: 99837

Apply To: **1308 - Chemistry Education**

CEU Type: **BEC - Beginning Educator Certificate**

Semester Hours: 3.00

CEUs: 45.00

Begin Date: 1/2/2013 MM/DD/YYYY *

End Date: 6/30/2013 MM/DD/YYYY *

Title: **course**

Provider: **UNH**

Description: **Course**

Create Info: llandenberger - 2/13/2014 10:08:50 AM
 Update Info: llandenberger - 2/13/2014 10:08:50 AM

Once you have entered the required data click on the Submit button.

☒ Submit - Please save the CEU.
☐ Cancel - Please cancel the wizard.

Submit

Enter Begin date, end date, Title, who provided it, and a brief description of activity. Be sure as you enter activities that you are picking between your content area (30 hrs) and your credential (45 hrs).

7.

New Hampshire Educator Information System
New Hampshire Department of Education
Commissioner Virginia M. Barry, Ph.D.

McAfee

Lisa Landenberger (Educator)

Applications | **Professional Development**

Primary Information
 Full Name: **Lisa M Landenberger**
 SSN: ***-**-****
 EdID#: **99837**
 DOB: **9/4/1958**
 Gender: **Female**
 Maiden:

Contact Information
 Address: **21 Aberdeen Street**
 City State, Zip: **Hooksett, NH 03106**
 Email: **Lisa.Landenberger@doe.nh.gov**
 Alt. Email: **ponytalml@aol.com**
 Home Phone: **(555) 558-1255**
 Work Phone:

Miscellaneous Information
 Race: **White (Non-Hispanic)**
 In State Exp: **0.00**
 Out of State Exp: **0.00**
 Status: **Unknown**

[Click Here to Edit Profile](#)
[Click Here to Merge Profile](#)

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Beginning Educator Certificate	1308 - Chemistry Education	Issued	8/19/2013	6/30/2014	45.00	45.00	30.00	45.00	0.00	Apply

Note: Certificates cannot be renewed until January 1st of the renewal year. If you are employed by a district you must follow the district's professional development master plan and the districts policies for reporting professional development by the district superintendent.

Individual Professional Development Plan Goals

Edit	Goal	Response
No Records Found		

Active CEUs | **Previous CEUs**

Professional Development

Edit	ID	Type	Applied To	Begin Date	End Date	Hours	CEUs	Type	Provider	Description	Delete
Edit	17789	College Course	BEC - Beginning Educator Certificate	1/2/2013	6/30/2013	3.00	45.00	Course	UNH	Course	Delete
Edit	17790	College Course	1308 - Chemistry Education	1/2/2013	6/30/2013	3.00	45.00	Course	UNH	Course	Delete

[Click Here to Add a CEU](#)

When all your activities are entered, your CEU's Remaining should read "0".

Then click on the "Apply" link.

8.

Applications | **Professional Development**

Record educator CEU/Hour goals - Step 1 of 8

You are recording your goals for meeting the CEU / Hour requirements and describing how they relate to the NH DOE Professional Development Master Plan

What are your goals for satisfying the requirements for 30 continuing education units for each endorsement area you are certified in and how do you anticipate these activities could affect student learning?

Response:

What are your goals for satisfying the requirement for 45 hours aligned with Ed. 505.07 and how do you anticipate these activities could affect student learning?

Response:

Describe how your individual plan is linked to the NH Department of Education Professional Development Master Plan.

Response:

Once you have entered the required data click on the Submit button.

☒ Submit - Please save my responses to these questions.
☐ Cancel - Please cancel the wizard.

This brings you to the Goals page. This is where you enter your goals for the upcoming 3 year cycle.

9.

Applications | **Professional Development**

Record educator CEU/Hour goals - Step 2 of 8

You are recording your goals for meeting the CEU / Hour requirements and describing how they relate to the NH DOE Professional Development Master Plan

Please edit the profile information and click the next button.

SSN:
 Prefix:
 First Name:
 Middle Initial:
 Last Name:
 Maiden Name:
 Suffix:
 Gender:
 Birth Date:
 Ethnicity:

Once you have entered the required data click on the Next button.

☒ Continue - Please continue the wizard.
☐ Cancel - Please cancel the wizard.

[Previous](#)
[Next](#)

Verify your information

10.

Record educator CEU/Hour goals - Step 3 of 8

You are recording your goals for meeting the CEU / Hour requirements and describing how they relate to the NH DOE Professional Development Master Plan

Please edit the address information and click the Next button.

Address ID: 360058

Mailing Address: 21 Aberdeen Street *

Address2: *

Address Physical: *

City: Hooksett *

Country: United States *

State: New Hampshire *

Zip Code: 03106 *

Zip Plus4: *

Updated: llandenberger - 9/21/2011 10:57:28 AM

Created: llandenberger - 9/21/2011 10:57:28 AM

Once you have entered the required data click on the Next button.

☒ Continue - Please continue the wizard.

☐ Cancel - Please cancel the wizard.

Previous Next

Verify and update your mailing address.

11.

Record educator CEU/Hour goals - Step 4 of 8

You are recording your goals for meeting the CEU / Hour requirements and describing how they relate to the NH DOE Professional Development Master Plan

Please edit the contact information and click the Submit button.

Work Phone: () -

Home Phone: (555) 558 - 1255

Alternate Phone: () -

Fax Phone: () -

Email Address: Lisa.Landenberger@doe.nh *

Alternate Email Address: ponytailml@aol.com *

Updated: sysadmin - 7/3/2013 9:32:19 AM

Created: sysadmin - 7/3/2013 9:32:19 AM

Once you have entered the required data click on the Submit button.

☒ Save - Please save the profile information.

☐ Cancel - Please cancel the wizard

Previous Next

Verify and update your phone numbers and email addresses.

12.

Record educator CEU/Hour goals - Step 5 of 8

You are recording your goals for meeting the CEU / Hour requirements and describing how they relate to the NH DOE Professional Development Master Plan

Please answer the following required questions of the Criminal History Disclosure Statement.

Yes	No	Question
<input type="radio"/>	<input checked="" type="radio"/>	1. Have you ever been convicted of a felony?
<input type="radio"/>	<input checked="" type="radio"/>	2. Have you ever had a teaching certificate revoked?
<input type="radio"/>	<input checked="" type="radio"/>	3. Have you ever surrendered your teaching credential in any other state or country?
<input type="radio"/>	<input checked="" type="radio"/>	4. Are you currently being investigated in any other state?

☒ I hereby certify that I am the individual listed in this application, and that all information provided herein, including all accompanying documentation, is true, accurate, and complete to the best of my knowledge.

Once you have answered the Background question click on the Next button.

☒ Continue - Please continue the wizard.

☐ Cancel - Please cancel the wizard.

Previous Next

Read carefully and answer all questions

13.

Record educator CEU/Hour goals - Step 6 of 8

You are recording your goals for meeting the CEU / Hour requirements and describing how they relate to the NH DOE Professional Development Master Plan

Please update the payment information.

Fee Type: Certificate (\$130.00) *

Payment Type: Credit Card *

Credit Card: Mastercard *

Credit Card #: 1234567891234567 * no spaces or dashes

Expiration Date: 06/2015 * (Example: 08/2011)

Verification Code: 123 *

Please provide the name on the credit card. You must also provide the billing address for the credit card being used and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

Name on Credit Card: Lisa Landenberger *

Billing Address: 21 Aberdeen Street *

Billing Zip Code: 03106 *

Amount: 130.00 *

Once you have entered the required data click on the Submit button.

☒ Save - Please save the fee information.

☐ Cancel - Please cancel the wizard.

Previous Next

Enter your payment information.

PLEASE NOTE: Credit card (MC or VISA) payment is required for online applications. Credit cards are not accepted by phone, on paper, or at the NHDOE office.

Congratulations, you're finished. When you go back and look at your credential it will now show your new expiration date and show "Queued" in the Printed field.